

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
August 11, 2015**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:39 PM at the Lincoln Public Library.

PRESENT:

Treasurer Rita Caraccia and Trustee Gertrude Toher were present. Also in attendance was Becky Boragine, Library Director

ABSENT:

Merle Krueger

APPROVAL OF MINUTES:

The Minutes of the June 30, 2015 meeting were reviewed. A motion to accept the minutes was made by Treasurer Caraccia and seconded by Trustee Toher. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended Town Directors meetings, and an Annual Report meeting at Ocean State Libraries. During June four computer classes were held, ten story times, eight

children's programs, one teen programs and five adult programs took place. Ms. Boragine indicated that items added to the collection in June were 926 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 15,573 items. A total of 50 new patrons were given library cards. A total of 4,486 items were loaned out to other libraries and 1,878 items were borrowed. The in-house computer usage was 1,532. The Library web pages were accessed 166,169 times. The online database usage was 765. Overdrive usage was 1,433 and includes 344 Audio, 19 Video, 0 Music, 1,070 E-Books and all other E-Books usage was 54.

Ms. Boragine indicated that July stats are still being compiled and will have for the September meeting. Stats increased back up since delivery returned to libraries.

A motion to accept the Director's report was made by Trustee Toher and seconded by Treasurer Caraccia. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Caraccia requested that the financial report for July be tabled and will report on balances of the accounts in September.

- Fines: \$0.00

- **Champlin Account: \$0.00**
- **Trustees Account: \$0.00**
- **Checking Account: \$0.00**
- **Certificate of Deposit:\$0.00**
- **Catie Kurowski Fund: \$0.00**

Chairwoman Quinn reiterated that The Board should be making any account transfers and bank reconciling. The process should be overseen by the Board and not the Library Director. Ms. Boragine will be sending copies of the bank statements to the Treasurer along with any requests for checks that are required.

A motion that the Board agrees table the financial report until the September meeting was made by Trustee Toher and seconded by Chairwoman Quinn. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the library renovation. The reference desk is in and there is a small section that has been damaged and is being repaired. The electrician is waiting on the repair to begin his work. The roof repair began on August 6, 2015 and there was a major water leak due to the rain. The fiction section of the library did have some water damage to books and carpeting. There could be additional damage to the electrical. The library was

shut down due to this leak. The roof repair has had an impact on the staff. The adhesive being used has caused staff to have health concerns. The Board inquired about the need for the rugs to be cleaned and any damage because of the roof leak, and Ms. Boragine indicates that she is working with contractors to remedy the situation. Paving is supposed to begin soon. Grading is what will take the most time, but the paving should be done in August. The library did receive some complaints about the tree trimming that was done.

NEW BUSINESS:

None.

The calendars can be found online at the library website.

Next Meeting is September 29, 2015 at 5:30 pm.

PUBLIC COMMENT:

None

ADJOURNMENT:

There being no further business, a motion was made by Trustee

Toher and seconded by Treasurer Caraccia to adjourn the meeting at 6:05 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary